

**105 S Kalamazoo Street      Vicksburg MI 49097**  
**269-649-2901**

**Position:** Emergency Assistance Coordinator

**Reports to:** Executive Director

**Compensation and Work Schedule:** This is a 64-hour/pay period position and work hours are Monday through Thursday from 9am-5pm. Salary could range from \$30,000 to \$33,280 annually depending on experience.

**To Apply:** Interested candidates should submit a cover letter and resume to: Danna Downing, Executive Director via email at [ddowning@southcountycs.com](mailto:ddowning@southcountycs.com). Deadline for submission is April 15, 2016.

**Position Summary:** Delivery of emergency assistance and other special needs programming for clients of the agency. Duties will also include management of volunteers working within area of responsibility, as well as maintenance of regular reports of outcome data.

**Essential Functions:**

- Case management including client intake, needs assessment, creation of a work plan with appropriate resources and referrals, and consistent follow-up and evaluation of client services.
- Management of annual Resource Guide
- Responsible for frequent communications to clients about resources and opportunities
- Event coordination as appropriate: usually includes back-to-school activities, health clinics, county-wide human service activities and holiday assistance
- Management of the food & basics pantry and senior food programs
- Responsible for compliance with strategic plan and annual budget
- Client and agency advocacy with partner agencies and community at large

**Non-Essential Functions:**

- May need to participate in large events
- May occasionally represent the agency in the community

**Equipment:**

- Will be required to operate phones, copier, and other office tools

**Position Requirements:**

- Minimum of a Bachelor's degree with an emphasis in human services area and a minimum of two (2) years of experience in human services, including volunteer work or student internship
- Ability to operate the emergency services database
- Preference will be given to those with experience working with low income families
- Good communication skills with people of all ages and backgrounds

- Ability to be creative and flexible and deal effectively with stressful situations
- Capability of making responsible and independent decisions and judgments.
- Consistent use of good problem solving skills.
- Good organizational skills

**Physical Requirements:**

- Work is somewhat sedentary in nature and will frequently require sitting, however standing and walking will also be necessary
- May be required to lift up to 50# with or without assistance as part of food and basics pantry management
- Frequently required to use hands and fingers to operate equipment.
- Frequently required to talk and hear

**Work Environment:**

- General office environment. Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.
- Local travel is necessary, so the ability to travel as needed is required.